

THE *RICHARDS WAY* IN THE LUNCHROOM

- **Cooperate with all supervisors.**
- **Sit at your assigned table. Once you have chosen a seat, you do not change location.**
- **After getting your milk and/or ice cream, do not leave your seat until you are dismissed at the end of the lunch period. Do not leave your seat to throw away individual pieces of trash.**
- **Raise your hand to get assistance from the supervisors.**
- **Ask permission to use the restroom.**
- **Use appropriate and polite language and table manners.**
- **Clean up your area before you are dismissed from your table. Check the floor and table for trash.**
- **Quiet time means no talking or leaving seats. This is the time to finish your lunch.**

Appropriate Consequences

- **Verbal warning. Tell student that he/she is in danger of getting a “write-up” if the misbehavior continues. Write student’s name down as a reminder to you that you have spoken to the student.**
- **Time Out. Student can be reassigned by a supervisor to another table if inappropriate behavior persists.**
- **“Write Up.” If you have spoken, warned and counseled the student(s) about misbehavior, do a write up slip. It helps me if you include on the “write up” the warnings/interventions you used to try to correct misbehavior.**